



**REGIONAL CONTRACTING OFFICE MCIEAST**

**CUSTOMER HANDBOOK**

**December 2019**



# UNITED STATES MARINE CORPS

## CUSTOMER GUIDE FOR CONTRACTING RCO - MCIEAST

### 1. OVERVIEW

#### 1.1 Purpose

The purpose of this handbook is to enable the Fund Manager, responsible for submitting Procurement Requests (PRs) on behalf of an activity, to produce a complete, accurate, and funded PR package to the Regional Contracting Office–MCIEAST (MCIEAST-RCO) via PR Builder. This handbook provides the tools necessary to empower Customers, Requirements Generators, and Fund Managers to obligate funds for Supply and Service procurements more efficiently.

The MCIEAST-RCO views the acquisition process as a team effort. We can assist you in planning for the acquisition, developing the requirements package and getting the package approved by the RCO. The requirements generator usually the customer, the subject matter expert and the fund's manager are all have critical roles in this process. Once a PR is generated and sent to, contracting the customer must track it through the acquisition process. Treating PR's with a fire and forget mentality is a source of friction within the process. If you have any questions on requirements generation, or the entire procurement process, we are here to help you!

#### 1.2 Background

Federal regulations are in place to help ensure that the Marine Corps is indeed receiving the best supplies and services for the taxpayers' money, to help our Marines obtain the support they need to help them accomplish their mission, and get them where they need to go and back again. Articulating those requirements effectively in procurement packages to ensure that contracting processes are streamlined as effectively as possible is critical for the timely delivery of goods and services to the Warfighter.

An estimated **90%** of all Procurement Requests (PR's) are delayed due to inadequate information in the PRs that come through PR Builder. The problem often escalates into a cycle of questions and back-and-forth miscommunications we liken to a “ping-pong effect.” MCIEAST-RCO has taken steps to aid its customers in the development of requirements and appropriate documentation for the submission of Procurement Requests and clearly defined requirements packages.



The best way to reduce this “ping pong effect” is to contact the MCIEAST-RCO office Procurement Chief immediately upon the identification of a possible requirement. The Procurement Chief can provide guidance and support that can greatly reduce the preparation time to develop a full and complete requirements package for submission on PR Builder. Since the Procurement Chief has knowledge about the various procurement requests within MCIEAST-RCO, he may have additional information to help ensure your market research and cost estimation is accurate and complete. Examples of this support include identification of similar requests by other customers, current contracting vehicles that can support the procurement, reviewing draft Statements of Work or Performance Work Statements, as well as providing input on requirement specification and descriptions.

The MCIEAST-RCO Procurement Chief is a resource specifically designated to support you, the Customer. The Procurement Chief can be reached at (910) 451-5182.

### 1.3 About MCIEAST-RCO

The mission of the MCIEAST-RCO is to contribute to the Marine Corps war fighting excellence by providing timely, innovative and effective procurement support for all customers; and training and mentoring military procurement specialists to create accomplished, independent thinking professionals for expeditionary environments.

MCIEAST-RCO is aligned under Marine Corps Installations East (MCIEAST) Camp Lejeune. RCO's policies and guidance on contracting issues come from HQMC Assistant Deputy Commandant, Installations and Logistics (ADC, I&L) LB (Contracts). MCIEAST-RCO supports Marine Corps Base MCIEAST (Camp Lejeune) and Camp Lejeune Tenant Commands, MCAS Cherry Point, MCAS Beaufort, MCLB Albany Base and MARFORCOM Norfolk.

The vast majority of funds received by the MCIEAST-RCO include Operations and Maintenance Marine Corps (OMMC) funds. MCIEAST-RCO can also process requests using other types of appropriations as requested by customers.

### How MCIEAST-RCO Can Help You

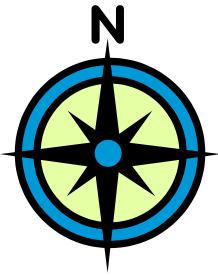
The MCIEAST-RCO is committed to assisting its customers in:

- Improving lead-times for the timely delivery of supplies and services.
- Preparing a complete and accurate requirements package that will initiate the procurement action at MCIEAST-RCO via PR Builder the first time it is submitted.

- Assisting in the development of acquisition strategies that provide the best value to the customer in a timely manner.

Using this guide will help the customer complete the critical first step in communicating your requirement to the RCO to initiate your procurement action.

#### [Directions to the RCO Office](#)



Our office is located at MCIEAST-RCO is located aboard Marine Corps Base, Camp Lejeune. Our office is located in Building 1116 at the corner of Birch Street & Louis Road

#### [MCIEAST-RCO Points of Contact](#)

For initial procurement requests and general questions, contact the MCIEAST-RCO Procurement Chief at (910) 451-5182. Once your PR request has been approved, you will be provided with a specific Contract Specialist for additional assistance and information regarding your request. Additional MCIEAST-RCO Points of Contact are:

Director: (910) 451-7843  
Deputy: (910) 451-7842  
GCPC: (910) 451-7845  
E-Biz Section: (910) 451-5520

#### [MCIEAST-RCO Interactive Customer Evaluation](#)

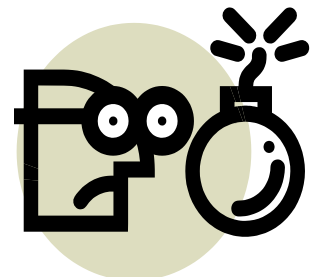
MCIEAST-RCO is always looking for ways to improve its relationship with customers. As such, we utilize Camp Lejeune's [Interactive Customer Evaluation](#) system to obtain feedback on the quality of personnel and services offered. The evaluation is available on-line or at the RCO office. MCIEAST-RCO encourages participation and comments on this evaluation to help us serve you better!

#### [1.4 How to Use This Guide](#)

This guide will walk the user through the process steps of defining a requirement, provide resources for doing the research to find viable sources and cost data, and completing the necessary documents to actually initiate the PR to MCIEAST-RCO.

#### [1.5 Requirement Forecasting](#)

Timing is everything! In order to ensure requested supplies or services get to the fight on time, it is essential to forecast the effort to allow time for the entire planning team to take the necessary steps to ensure success. Some of these steps include setting aside funding, preparing a solid Requirements Package for your Procurement Request (PR), checking that the contract is legally sufficient and executing the entire contracting process on a schedule to ensure your supplies and services are delivered by the desired date.



As a general rule for new procurement contracts, the processing time increases as the dollar value of a requirement increases. This is attributed to the number of required contract reviews, regulatory provisions, and the documentation necessary to support the award of high-dollar value contracts.

To help the customer with planning acquisition timelines each year, MCIEAST-RCO provides a Base Bulletin of contracting requirements deadlines on our web site. This information is provided to ensure that all customers have sufficient lead time to initiate a solid PR fortified with a well thought-out requirements package. No one wants a PR kicked back for lack of information when timing is so critical!

The dates provided are the **last date** to receive a completed PR in order to ensure a successful award prior to the end of the fiscal year. It is critical that the planning and research of requirements is completed sooner to ensure the package can be processed in a timely fashion. By starting the requirements definition and market research as soon as the need is identified it ensures that a complete, fully funded and vetted package is received by the RCO in ample time to solicit, evaluate, and award the contract.

**1.6 Procurement Administrative Lead Time (PALT)**

The Procurement Administrative Lead Time (PALT) measures the number of days procurement takes from acceptance of a **ready procurement request** by the RCO to the day of award. The PALT table on the following page demonstrates general lead times for commercial acquisition buys and may be used as a guideline for acquisition planning by the Contracting Officer and the customer. The PALT table does not take into consideration fiscal year cut-off dates, but rather provides an estimated turnaround time from receipt of a complete procurement package through award.



Total Value	Supply	Service
\$ 10K ~ \$250K	30 days	30 days
\$250K ~ \$ 7M (CI)	120 days	150 days
\$250K ~ \$10M (non-CI) \$ 7M ~ \$10M (CI)	190 days	240 days
\$ 10M ~ \$50M	270 days	290 days
>\$50M	365 days	365 days

**1.7 Understanding the Acquisition Process**

The entire Acquisition process is made up of five phases. This Guide will focus on the most critical one, the Planning Phase, which sets the requirement upon which the entire strategy and execution plan is based. All of the RCO's actions are based on the Fund Manager's input through the Procurement Request.

### The Planning Process

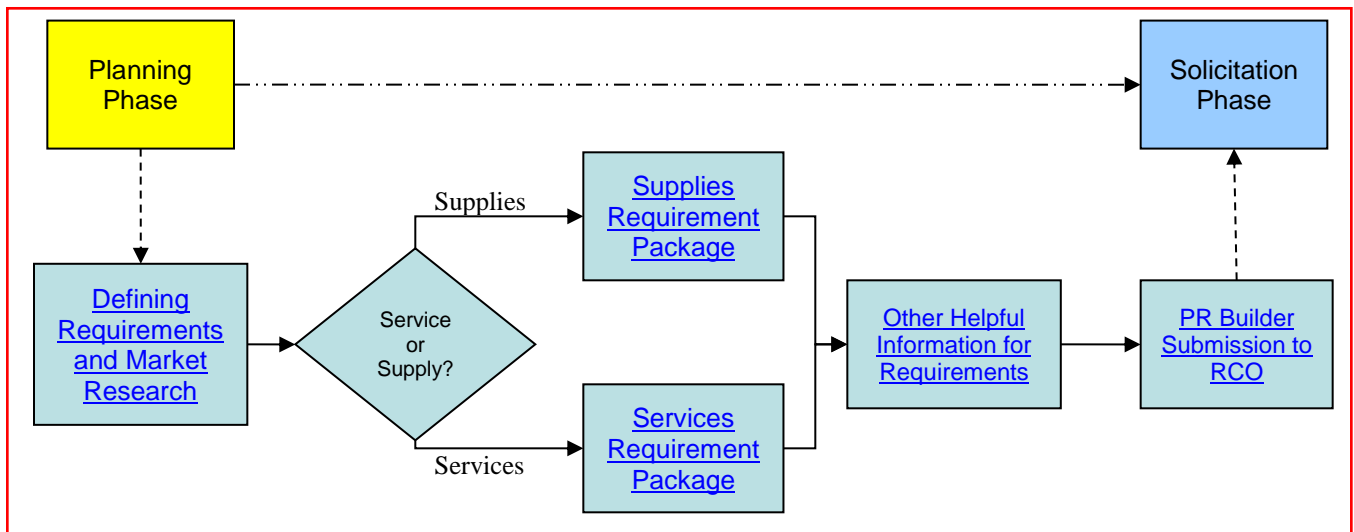
The Planning Process is the most critical step in preparing a Procurement Request for submission to the RCO. This phase is where requirements are identified, defined, and requested. Most of this phase is accomplished by the Fund Manager and ends when the PR is accepted by the RCO via PR Builder.



**The PR will be accepted by the RCO only if the Requirements Package is submitted with all the necessary documentation to ensure a successful contract award.**

This guide will provide you with the steps to submit a successful Procurement Request, beginning with defining your requirements, through completing a successful Requirements Package, and ending with submitting the PR via PR Builder to the RCO.

All PRs begin with a Planning phase. The Planning phase, depicted below, shows the necessary steps that must be taken in order to complete the Procurement Request package. Each process step links to the relevant section in this guide, where additional information, checklists, and helpful information can be found.



The very first step in the Planning process is developing an accurate definition of the required supplies or service for use in the preparation of a Requirement Package. If the Contracting Officer is given all possible information related to the product or service, (s)he is more able to come up with a realistic implementation schedule. This first step of the project will set the tone for how smoothly a project will make its way through the acquisition process. **If any of the information is missing, inaccurate, or inadequate, the Contracting Officer cannot begin the acquisition process. The**



**Procurement Request will be returned to the customer for more information and delays will be incurred.** For this reason, a quality Requirement Package is essential to expedite any acquisition process.

Prior to completing a procurement request, certain factors must be considered to ensure the proper supplemental documentation is collected. All purchase requests must have a copy of the MCIEAST Purchase Request Checklist attached. This document is available on our web site. Documents required for Supply purchases can be found in [Section 5](#). Documents required for Services are found in [Section 6](#). These tools will help ensure that all the necessary information is included prior to submitting the Procurement Request to the RCO on the proper forms and templates.

## 2. DEFINING YOUR REQUIREMENT

### 2.1 Who, What, When, Where and Why

Every acquisition begins with this critical first step in the process, which is defining the who, what, when, where, and why of the requirement to the Contracting Officer. As the Requirement Official for the request, one must be able to:

- Identify the program's mission
- Describe the program's relevant history
- Detail the desired scope and requirements, including descriptions, specifications, and other technical information
- Detail the requirement history if applicable
- Provide criteria for proper evaluation and selection of vendor



Requirements for Supplies or Services should be stated in terms of

- Functions to be performed
- Performances required
- Essential characteristics

Be as thorough as possible to avoid having your PR returned for lack of information, or other oversights that could result in unnecessary delays.

### Policy Against Contracting Inherently Governmental Functions and Critical Services

A word of caution when considering contracting for services: The Federal Acquisition Regulations ([FAR 7.503\(a\)](#)) states that contracts shall not be used for the performance of inherently governmental functions. The determination of which functions are inherently governmental are the agency's decision, and may be reviewed and modified by the appropriate Office of Management and Budget officials. Examples of these functions are the direct conduct of criminal investigations, the command of military forces (especially those in combat or related to combat), and the approval of any contractual documents. A more detailed list may be found in [FAR 7.503\(c\)](#).

Implementation of this policy shall include procedures requiring the agency head or Requirements Official to provide the contracting officer, as part of the Acquisition Strategy, a written determination that none of the functions to be performed by the contractor are inherently governmental. This is accomplished in the Acquisition Strategy, for procurements less than \$50 Million, or the Acquisition Plan for procurements greater than \$50 Million. MCIEAST-RCO staff can assist in making these determinations prior to PR submission.

## 2.2 Supplies or Services Requirement

A requirement must first be classified as a supply or service. Procurement of services accounts for approximately 60% of the DoD's procurement spending. Instructions for determining the type of PR are listed below.

If equipment is being purchased and will ultimately be owned by the government, then a supply contract should be issued. If the equipment will be retained by the contractor, then a service contract should be prepared. Some supply purchases may include ancillary services. In these cases, the predominance of the cost is used to determine the type of requirement. If the cost of the supplies is greater than 50% of the purchase it would be a supply purchase. If the cost of the service is greater than 50% of the purchase it would be a service purchase. When in doubt about the type of procurement, contact the MCIEAST-RCO Procurement Chief at (910) 451-5182 for additional guidance.



## 2.3 Market Research

### Due Diligence

Before submitting a procurement request to the Regional Contracting Office, the Customer must do the necessary market research to “see what’s out there” and assess the Supplies or Services that are currently offered in the market, by whom, and at what competitive range in cost. ([FAR Part 10](#)). The result of this market research must be included as part of the procurement package.

In addition to conducting market research for each requirement, it is equally important to provide MCIEAST-RCO with as much information as possible on the product(s) you are requesting. **Customers must be specific in their requirements and specifications to ensure that MCIEAST-RCO has all the necessary information to obtain quotes from qualified sources. Pictures, specifications, and other supporting information is recommended as part of the PR submission.** You are the subject matter expert in the items requested for procurement; thus, it is crucial that you share as much information as possible with RCO. While three proposed sources are preferred, at least one source is required for market research documentation.

### Agency Inventory

The first step in determining how to best procure an item is to determine if the item is available within the supply system or other agency inventory. The easiest way to check this is to visit either the [GSA](#) or [DoD EMALL](#) site. Enter the item name or National Stock Number. If the item is showing as available, then the procurement must be made via the supply center, not RCO. If the item does not appear after the search, then the procurement will be made via MCIEAST-RCO.



## Federally Mandated Sources

Before you go any further, please check the following list of federally mandated sources for satisfying a Government requirement, listed in descending order of priority ([FAR 8.002](#)). These sources must be considered and exhausted before pursuing a contract solution with RCO. A description of the Federally Mandated Sources for both supplies and services are found below.

### Federally Mandated Sources for Supplies

- Agency inventories
- Excess from other agencies ([FAR 8.1](#))
- Federal Prison Industries ([FAR 8.6](#))
- Supplies available from the Committee for Purchase from People who are Blind or Severely Disabled (JWOD/NIB-NISH) ([FAR 8.7](#))
- Wholesale Supply Sources, e.g. stock programs maintained by:
  - [General Services Administration \(GSA\)](#) ([See 41 CFR 101-26.3](#))
    - [Multiple Award Schedule contracts](#)
    - [On-line Shopping Service GSA Advantage!](#)
  - [Defense Logistics Agency DLA](#) ([See 41 CFR 101-26.6](#))
    - [Defense Supply Center Columbus \(DSCC\)](#)
    - [DoD EMALL](#)
    - [Military Standard Requisitioning And Issue Procedures \(MILSTRIP\)](#) managed by the Defense Logistics Management Standards Office
  - Department of Veterans Affairs ([See 41 CFR 101-26.704](#))
  - [Military Inventory Control Points, e.g. NAVICP](#)
- Mandatory Federal Supply Schedules ([FAR 8.4](#))
- Optional Federal Supply Schedules ([FAR 8.4](#))
- Commercial Sources (including educational and nonprofit institutions)



### Federally Mandated Sources for Services

- Services available from the Committee for Purchase from People who are Blind or Severely Disabled ([FAR 8.7](#))
- Mandatory Federal Supply Schedules ([FAR 8.4](#))
- Optional Federal Supply Schedules ([FAR 8.4](#))
- Federal Prison Industries ([FAR 8.6](#))

Before procuring supplies, the Requirement Official must first check the Defense Federal Acquisitions Regulation Supplement (DFARS) and Procedures Guidance and Information (PGI) [PGI 208.7006](#), which are the Coordinated Acquisition Assignments among the services in the military, to ensure the supplies required are not listed. Each military branch is assigned acquisition responsibility for items that the branch either designed or was assigned sponsored development. The items identified in [PGI 208.7006](#) shall not be procured without first obtaining a waiver from the assigned commodity manager ([DFARS 208.7003-1](#)). These items will be identified by Supply personnel reviewing the procurement package.

## Market Research Techniques

Market Research techniques can vary from simple efforts, i.e., scanning supply schedules, doing online research, and reviewing industry. Some helpful sites for conducting market research can be found below. For all procurement requests, at least one source of supply must be identified.



Some available market research websites are:

- [General Services Administration](#)
- [Small Business Administration](#)
- [Defense Standardization Program](#)
- [Information Technology \(IT\) data](#)
- [ThomasNet](#)
- [DoD EMALL](#)
- [Multi agency contracts](#)

## 2.4 Sole Source Procurement

If after doing the market research you are unable find at least two sources that can provide your requested supply item or service, you may want to provide a rationale to recommend your project for sole source authorization approval authority.

The criterion to qualify must meet **the legal definition of a sole source procurement, mainly that there is only one responsible source that can provide this product or service.** In your market research, was there more than one responsible source? If your requirement does not meet the legal criteria, then it does not qualify as a Sole Source Procurement, and you will follow the full Requirements Package process as presented in Sections 5 and 6, without additional Sole Source Justification and Approval documentation. Sole Source Justifications are required on procurements less than \$250,000, and a more detailed Justification and Approval document is required on procurements in excess of \$250,000.

If the procurement meets the Sole Source criteria, please follow the Sole Source Documentation requirements (See [FAR 6.302-1](#)) on the Requirements Package Checklist in [Section 5](#) for Supplies and [Section 6](#) for Services.

**Please note that while the customer may request a Sole Source procurement action, the Regional Contracting Officer will make the final decision.**

## 2.5 Other Than Full and Open Competition

In the course of market research, a customer may find that a supply or service is not widely available. While Contracting Officers promote full and open competition to the maximum extent possible in order to get the best value for taxpayers, under certain circumstances the Contracting Officer may determine that an exception applies. This use of other than full and open competition must be justified, requested, and approved in accordance with [FAR 6.302](#). The market research will demonstrate to the Contracting Officer if this is the case.

The following are exceptions to full and open competition:

#### Only One Responsible Source

[[10 U.S.C. 2304\(c\)\(1\)](#), [FAR 6.302-1](#)]

- Unique supplies or services are available from only one or a limited number of sources.
- A follow-on contract for the continued development/production of a major system or highly specialized equipment (or major components thereof) is needed.
- Award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition or unacceptable delays in fulfilling the requirement.
- The agency's need is for a brand name commercial item.

#### Unusual and Compelling Urgency

[[10 U.S.C. 2304\(c\)\(2\)](#), [FAR 6.302-2](#), [DFARS 206.302-2](#)]

- Unusual and compelling urgency (e.g., fire, flood, explosion, disaster), and
- Delay in award of a contract would result in serious injury (financial or other) to the Government unless competition is limited.

#### Industrial Mobilization

[[10 U.S.C. 2304\(c\)\(3\)](#), [FAR 6.302-3](#), [DFARS 206.302-3](#)]

- Government finds it necessary to establish or maintain a work force of suppliers or service providers in case of national emergency.
- Government deems it important to retain an expert witness for any current or anticipated litigation or dispute.
- Government requires research capabilities by an educational or other nonprofit institution or a federally funded research.

#### International Agreement

[[10 U.S.C. 2304\(c\)\(4\)](#), [FAR 6.302-4](#), [DFARS 206.302-4](#)]

- Acquisition will be reimbursed by a foreign government that requires that the supplies/services be obtained from a particular firm as specified in official written direction, e.g., Letter of Offer and Acceptance.
- A treaty or international agreement between the U.S. and a foreign government or international organization specifies or limits the sources to be solicited.

#### Authorized or Required by Statute

[[10 U.S.C. 2304\(c\)\(5\)](#), [FAR 6.302-5](#), [DFARS 206.302-5](#)]

- A statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source.

#### National Security

[[10 U.S.C. 2304\(c\)\(6\)](#), [41 U.S.C 253\(c\)\(6\)](#), [FAR 6.302-6](#)]

- Disclosure of the Government's needs would compromise national security.

### Public Interest

[10 U.S.C. 2304(c)(7), FAR 6.302-7, DFARS 206.302-7]

- The Secretary of the Navy determines that it is not in the public interest to provide for full and open competition.
- A written determination to use the Public Interest exception must be made by the Secretary of Defense.

### Justification & Approval (J&A)

Justification and Approval documentation is required when one of the above cases will not permit full and open competition (FAR 6.303). The document must be prepared by the Customer on their letterhead, and will require a signature from the Office of Counsel.

A template for the J&A is available on our web site at <https://www.mcieast.marines.mil/Staff-Offices/Contracting/Procurement-Planning/>

### Use of “Brand Name” and “Brand Name or Equal

In order to ensure maximum competition amongst contractors, the identification of specific brand name products should be avoided. The exceptions to this rule are as follows:

- The particular brand name, product, or feature is essential to the Government’s requirements, and market research demonstrates that other companies’ similar products, or products lacking that specific feature, will not do;
- The authority to contract without providing for full and open competition can be supported by the required Justification and Approvals (J&A) documentation (FAR 6.302-1); or the basis for not providing for maximum competition is documented in the J&A (FAR 13.106-1(b)) or justified when the acquisition is awarded using the Simplified Acquisition Procedures (SAP); and
- The documentation or justification is posted for acquisitions over \$25,000 (FAR 5.102(a)(6)).

For **brand name or equal** requirements, the item description *must* be followed by the words “or equal” with a description of the pertinent physical, functional, or performance characteristics of the brand name item that could be satisfied by an “equal” item. Written approval by the Contracting Officer is required to use the **brand name or equal** provision. (See [PGI 211.105](#))

### 2.6 Prohibited Items

Please verify that the supply items you are trying to procure are not on the List of Prohibited and Special Attention Items below. If your product is on this list, MCIEAST-RCO can only procure these items for you if the appropriate documentation and/or requirements are met, since these are restricted items, and can be procured only through designated contracting officers with the appropriate warrants.

Following this list is additional information about the procurement of Awards, Recognition, and Mementos Guidance.

## List of Prohibited and Special Attention Items

### Slow Moving Vehicles, Electronic Vehicles, and Forklifts

These vehicles must be procured using Procurement Marine Corps (PMC) funds and be approved by DC I&L (LF) per MCO 11240.106c.

### Carpet

Carpet, including its purchase, removal, and installation are prohibited per [Marine Corps Order P10150.1](#). Carpet is considered a part of existing facilities and cannot be altered. The purchase of area rugs is allowed.

### Televisions

The purchase of televisions is allowed as long as the size does not exceed 27 inches and cost per unit does not exceed \$325. All other television purchases are prohibited.

### Ammunition

The purchase of ammunition by any Marine Corps organization other than MARCORSYSCOM is prohibited. The POC at MARCORSYSCOM for ammunition requirements can be reached at (703) 432-3740.

### Awards

The procurement of awards shall be in accordance with policy and guidelines provided in [MCO 7042.6C](#). )

Appropriated funds may be used to purchase trophies, medals, badges, and medallions (coins) presented as awards recognizing the recipient's significant accomplishments. Appropriated funds may not be used to purchase utilitarian awards; e.g., clothing, uniform items, jewelry, functional weapons, etc. Appropriated funds may not be used to acquire awards and prizes that are negotiable or have marketable cash value; e.g. tickets and gift certificates for sporting events and meals. Awards issued must be of such nature as to be easily recognized as symbolizing or memorializing a significant accomplishment or event and be of nominal value (\$50.00 or less). The award must contain some notation or inscription of the purpose of the award.

### Coins, Command

The procurement of medallions or "coins" shall be in accordance with policy and guidelines provided in [MCO 7042.6C](#). Medallions may be used as awards for significant accomplishments using locally available appropriated funds. General officers in command must authorize any purchase and use of medallions. This approval shall be in writing and filed within the purchase transaction file. The medallions should contain the name of the command presenting the award but may not contain the name of any individual commander. Commands may only purchase enough medallions to meet the bona fide need of the command for each fiscal year.

### Conference Room Rental

The rental of a conference room shall be in accordance with [MCO 7300.22A](#). Note: The procurement of refreshments or the inclusion of the cost of refreshments in the conference room fee is prohibited.

### Deposits

The use of the purchase card or convenience check for the payment of "deposits" is prohibited. A payment of this type is considered an advance payment, which is prohibited.

### Eye Exams for prescription safety eyewear

The use of appropriated funds for civilian eye refraction exam for safety glasses is prohibited. [OPNAVINST 5100.23G](#) states the following "It is a civilian employee's responsibility to obtain an eye refraction exam and secure an accompanying prescription for safety glasses."



*Fees for Guest Speakers, Lecturers, and Panelists*

[Deputy Secretary of Defense Memorandum Payment of Fees for Guest Speakers, Lecturers, and Panelists dated 3 April 2007](#) requires approval by the next higher organizational echelon for fees paid by DoD organizations for individuals to conduct speeches, lectures, and presentations in amounts greater than \$2,000. Approval authority for USMC activities is the Head of Activity (HCA) or his/her designee.

*Gasoline or oil for DoN vehicles*

The purchase of fuel or oil for DoN vehicles is prohibited. Activities must use the Fleet Card. The Fleet Card may also be used for maintenance services of DoN owned or leased vehicles.

*Gym Membership*

As a general rule, the use of appropriated funds for membership dues, to include Gym Memberships, is prohibited.

Exception: In accordance with [MCO P1100.71A Sect. 2211 Para 2b](#), Marine Corps Districts may obtain unit memberships for the purpose of staff members engaging in Marine Corps mandatory physical fitness programs as required by current editions of [MCO 6100.13](#). This is allowed contingent on the lack of local military or other (school or municipal) facilities reasonably available for the conduct of physical fitness activities. Memberships shall be in the agency's name or the position title of an agency official, rather than in an individual's name.

*Key Volunteer Network*

Awards of nominal value for volunteers which cannot be construed as personal gifts (items such as charms or other jewelry-type items are considered personal) may be purchased using APF and NAF when "distinctive service" is being recognized. Individuals may be presented plaques, letters, certificates, identifying insignia, or other items for their volunteer service. APF and NAF may be used to purchase awards for volunteers if budgeted and approved by the Commander. Cost of awards shall not exceed \$24 per individual per recognition. Cash awards are prohibited.

[MCO 1754.6A](#) Marine Corps Family Team Building and Volunteer information can be found at: [http://www.mccscp.com/home/Family-Services/Family\\_Team\\_Building.aspx](http://www.mccscp.com/home/Family-Services/Family_Team_Building.aspx).

*Lodging and Meals*

Purchase cardholders are prohibited from using their purchase card for the payment of lodging, meals, and/or other travel-related expenses for employees, military or civilian, on temporary duty.

*Marine Corps Ball Funding*

[MCO 7040.11](#) provides guidance for the use of appropriated funds to support the Marine Corps Ball, which is a two-tiered event with one tier being the official ceremony and the other being the social event (i.e., dinner and dancing).

*Official Representation Funds (ORF)*

Requirements for ORF shall be in accordance with [DoD Directive 7250.13](#) and [SECNAVINST 7042.7](#). ORF accounts must be set up as a separate account from the cardholder micro purchase or method of payment cards. The fourth embossed line of the card should include the words "ORF Account".

### Printing and Duplication

DAPS is the only authorized document reproducer for the DoN. All printing and duplication jobs must go through DAPS. DAPS can most always meet printing and duplication jobs overnight when submitted via the [DAPS online ordering system](#). DAPS does not have the authority to approve a waiver to use commercial print suppliers, only the Government Printing Office (GPO) has this authority [[Section 504, Title 44 USC](#)]. However, if necessary, DAPS will assist with a waiver request to the GPO for requests prior to job completion. All questions concerning definitions of printing, duplicating, etc., should be referred to the DAPS Customer Interaction Center, at 1-877-DAPS CAN or email at: [custinfo.daps@dla.mil](mailto:custinfo.daps@dla.mil). Additional information concerning the DAPS online ordering system, distribute and print and other capabilities can be found at the DAPS Website: <http://www.daps.dla.mil/>.

GCPC Cardholders (CHs) are required to use DAPS for all DoN printing requirements. If a waiver is required because DAPS cannot meet the job requirements, DAPS will work with the CH and proper chain of command to submit the waiver request to GPO, prior to job completion.

### Recognition Items for Military Recruitment and Retention Purposes

Appropriated funds may be used to purchase recognition items of nominal or modest value for recruitment or retention (including reenlistment) purposes to be presented to members of the armed forces, members of the families of members of the armed forces, and other individuals recognized as providing support that substantially facilitate service in the armed forces. Items may be purchased only if all of the following criteria are met:

- Each recognition item shall be of a value less than \$50.
- Items should be designed to recognize or commemorate service in the armed forces, such as coins, medals, trophies, badges, flags, posters, and paintings. This could include an item displaying the logo of the command in which the individual served, to recognize and commemorate their service.
- Documented justification will be maintained that establishes the basis for the recognition of individual(s) receiving an item.
- Functions conducted for the purpose of presenting such items shall be treated as recruiting functions with the recipients treated as persons who are the objects of armed forces recruiting efforts. As such, appropriated funds may be used to provide small meals and refreshments as provided for in [10 U.S.C. 520c](#) (as a general rule, food is a personal expense for which appropriated funds are not available absent legal authority).

This policy applies only to items procured and distributed under this new authority. It does not apply to existing programs authorized to purchase trinkets (pencils, magnets, computer mouse pads, etc.) distributed for recruiting purposes. See [MCO 7040.12](#) Presentation of Recognition Items for Military Recruitment and Retention Purposes dated 3 April 2007 which incorporates DoN Office of the Assistant Secretary (Financial Management and Comptroller) Memorandum dated 9 November 2006 of the same title.

### Uniforms

Uniform items that are part of the sea bag are issued to DoN personnel upon enlistment and are to be replaced by the member with an annual cash allowance. Therefore, sea bag items will not be

purchased with Operating Target (OPTAR) funds except as provided below. Organizational or personal protective clothing (such as aiguillettes, special safety shoes, disposable coveralls, etc.) is the property of the organization, remains with the organization and is paid for with OPTAR funds. Organizational clothing and equipment are those individual clothing items on the unit's allowance list that are issued to Marines on a temporary basis to accomplish assigned duties. The Marines are accountable for organizational clothing and issued and will return it upon reassignment. Organizational clothing will be issued only at the discretion of the commander, according to allowances and directives published by HQMC.

Sea bag items can be issued or replaced as work clothing and procured using OPTAR funds for mess management specialists (e.g., tee shirts, trousers, caps, aprons) and for personnel whose work is of a destructive nature to clothing (e.g., cleaning fuel oil tanks, entering boilers, decontamination work) (Ref. [NAVSUPINST 4200.85D](#)). Use of appropriated funds to purchase Physical Training Uniforms is prohibited unless involved in recruit training.

#### *Wearing Apparel*

The purchase of clothing is generally prohibited.

The General Accountability Office (GAO) considers clothing items, such as coats, foul weather gear, coveralls, etc., to be a personal expense of the employee, and appropriated funds are not generally available for personal expenses. GAO has stated "every employee of the government is required to present himself for duty properly attired according to the requirements of his position."

Exceptions for clothing are provided in 1) [10 U.S.C. 1593](#), Uniform Allowances, 2) [5 U.S.C. 7903](#), Protective clothing and Equipment, but only if three tests are satisfied, and 3) [29 U.S.C. 668](#) (OSHA) provides the government may provide protective clothing if the agency determines that it is necessary under OSHA and its implementing regulations.

#### *Awards, Recognition, and Mementos Guidance (CMPG SAP 10.4)*

The Marine Corps provides recognition in a variety of circumstances, both internal and external to the Marine Corps. The use of appropriated funds is authorized for the formal or informal presentations of items such as medals, plaques, certificates, and pins to military and civilian personnel as long as the purchase and presentation are accomplished in compliance with [NAVSUPINST 4200.85D](#) and other published directives. Awards may also be granted for a variety of specific reasons as authorized by other approved instructions.

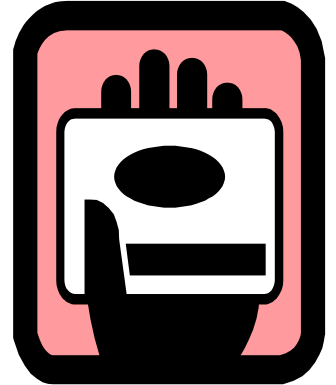
#### *Plaques, Ashtrays, Greeting Cards and Other Mementos as Give-Away Items (CMPG 10.8)*

Appropriated funds shall not be used to purchase give-away items. All such items are viewed by GAO as personal gifts, for which appropriated fund use is not appropriate. The only exception is when there is a direct connection between a particular give-away item and the purpose for which the appropriation was made. Further, it must be determined that the item was essential to the achievement of such purpose.

If a requiring activity has funds, they may be used to purchase mementos (not exceeding \$200 in cost) used in connection with ceremonies, dedications, or official functions. These mementos may not be personal items, but rather Command mementos, such as plaques.

### 3. MICROPURCHASES

After doing the market research, if you estimated your procurement to be less than \$2,500 for a service and less than \$10,000 for a supply, this is considered to be below the micro purchase threshold. In this range, the method of procurement is the Government-wide Commercial Purchase Card Program (GCPC). This method is similar in nature to a commercial credit charge card, however, it is for official Government use only by authorized agency personnel to purchase supplies and services in support of mission requirements. The GCPC is mandatory for all purchases less than or equal to the micro-purchase threshold. Micro-purchase threshold means \$10,000.00 with the following exceptions:



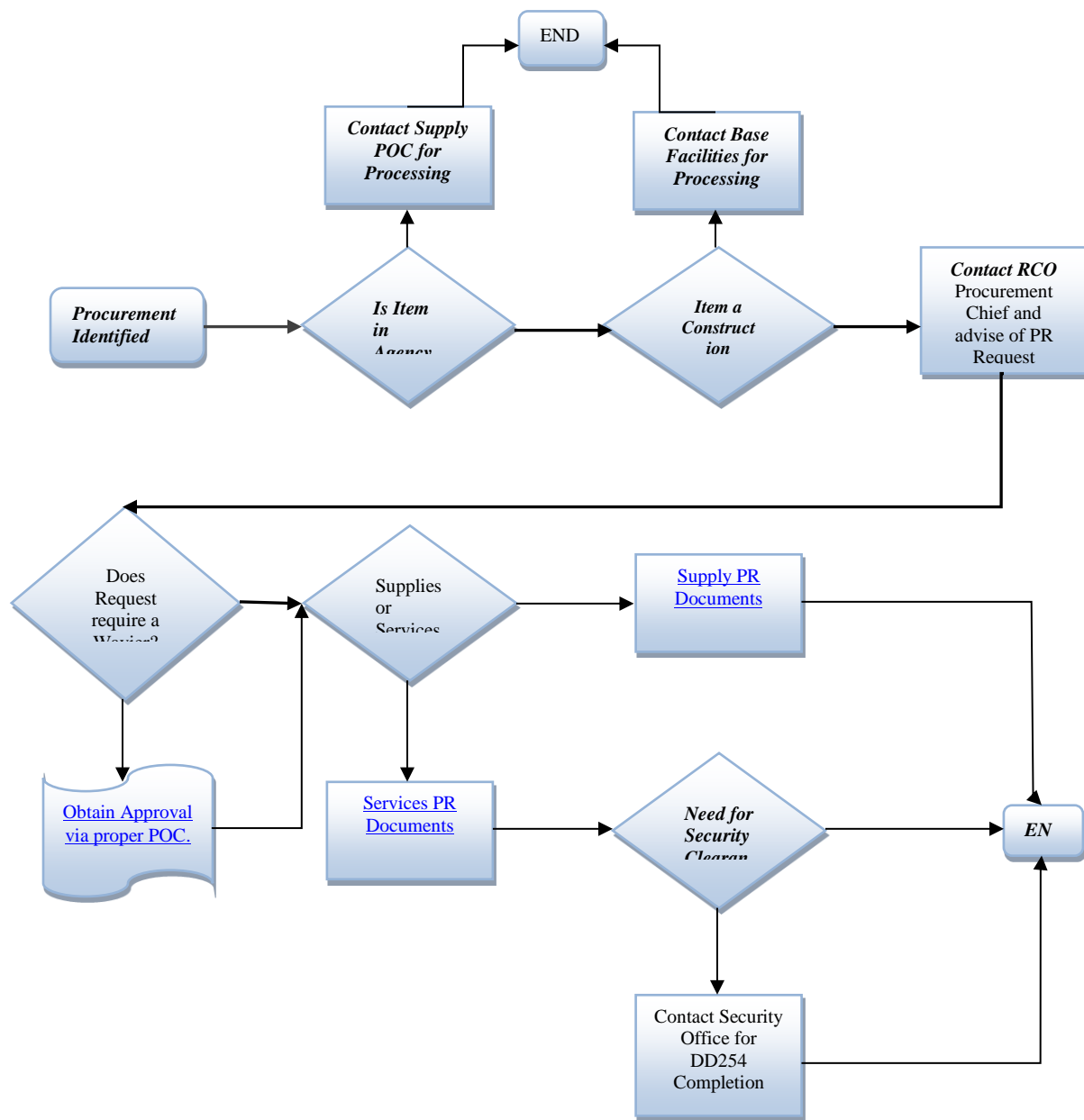
- \$2,000 for acquisitions of construction subject to the Davis-Bacon Act
- \$2,500 for acquisitions of services subject to the Service Contract Act

Management of the GCPC program is handled through Supply. The Camp Lejeune point of contact for the GCPC can be reached at (910) 451-7852.

### 4. INITIATING A PROCUREMENT REQUEST

#### 4.1 Requirements Workflow

Most procurement requests will require no more documentation than the basic MCIEAST /II MEF Purchase Request Submission Checklist and attachments listed in the templates in sections 5 & 6, however, there are some exceptions. These instances are either not procured by MCIEAST-RCO or require additional documentation in the form of waivers or approval from other locations at Camp Lejeune. When a requirement has been identified, customers are encouraged to review the request against the flowchart below to identify any supplemental documentation that may be required. Each supplemental document has been linked to the template within this Guide for easy reference.



## 4.2 Funding Requirements

Prior to submission of any procurement package, funding must be identified and available.

*For Navy procurements, the 1149 Funding Document must be attached in PR Builder. The Field titled "Financial System" must also be changed from SABRS.*

For any one supply item or system that is greater than \$250K, Operations and Maintenance Marine Corps (O&MMC) funds cannot be used, but rather, Procurement Marine Corps (PMC) Funds must be programmed to purchase this item. Examples of items purchased with PMC funds are equipment, weapons and munitions, vehicles, spares, and repair parts. See expense versus investment criteria in the [DoD Financial Management Regulation DoD 7000.14-R Vol. 2A, Ch. 1 Section 010201.D.2.b.](#)

Regardless of the type of funds used for the procurement, the documentation required for each type remains the same.

**The package will not be accepted at RCO through PR Builder if funds have not been authorized for the requirement.**



### Availability of Funds for the Next Fiscal Year

In some instances, procurement requests for services are contingent upon the availability of funds for the next fiscal year. While these requests may be awarded subject to the availability of funds, often times the delivery/receipt of the supplies is made before the award has been funded.

While [FAR 52.232-18](#) states that there is no legal liability on the part of the Government for any payment until funds are made available to the Contracting Officer for the contract and confirmed in writing, the delivery/receipt of the supplies ordered constitutes a legal liability on the part of the Government.

**Because of this liability, supply requests may not be awarded subject to availability of funds.**

## 4.3 PR Builder

Every supply or service that you wish to procure by contract must be initiated with MCIEAST-RCO through a Procurement Request (PR).

Once an item has been submitted into PR Builder, it goes through a routing process that can take up to 5 business days. The PR request is submitted via the originator to Contract Compliance where it is checked for completeness. The PR is then routed to the Supply Officer, then to SABRS for financial validation. After SABRS, the PR is sent to the Contracting Manager who reviews all of the information. If it passes approval here, then RCO will accept the PR request and begin the process for obtaining the procurement. The PR can be rejected at any time during this process. It is imperative that all requirements and information are documented to ensure the prompt review and approval by all routed personnel.



### Gaining Access to PR Builder

Please check with your command's designated PR Builder UUAM to be given access to PR Builder. Once you are cleared, visit <https://www.prbuilder.navy.mil/>, where you will register as a user. Once in the system, you will have access to computer-based training (CBT). You will then be able to submit Procurement Requests (PRs) on behalf of your activity.

**The Camp Lejeune PR Builder Contracting Manager number is (910) 451-5520 or (910) 451-1242.**

### Completing Your Requirements Package in PR Builder

Before a requirements package can be considered complete in PR Builder, the following information must be included:

- An entry for each line item for the submission.
  - Items such as shipping, travel, materials, and labor must have their own line item.
- At least one recommended source of procurement.
  - Even though only one source is required, multiple sources may be specified.
  - If you have obtained a quote or other information that helped to determine the cost for the procurement package, that information should be uploaded as an attachment.
- Select Sole Source as applicable for the procurement.
  - Items such as subscriptions and some unique equipment may only be available through one vendor. If this is the case, make sure the Sole Source box is checked.
  - While Customers can recommend Sole Source procurements, the final decision will be made by MCIEAST-RCO.
- Upload all applicable attachments, justifications, and supporting documentation.
  - Most of these documents will originate from the Supplies or Services Checklist items in [Sections 5](#) and [6](#) respectfully.

PR Builder allows you to provide the required justification and documentation for a PR to be reviewed by the RCO. When accepted, it will allow the package to continue onward into the solicitation process. This documentation is called the Requirements Package and must be uploaded onto PR Builder. Select "Upload Attachments" from the PR Options drop-down on the Menu Bar to include it in the PR.

## **5. SUPPLIES REQUIREMENT PACKAGES**

This section includes the necessary information to put together your Requirements Package for supplies Procurement Requests.



### 5.1 PR Requirements Package for Supplies

Market research will give you a good idea of the specific supply item you may need to procure, and an estimated cost. The following checklist provides the required documentation by estimated requirement value. It can also be found in [Exhibit 5-A](#).

Contact the MCIEAST-RCO Procurement Chief upon initial procurement to ensure all required documentation is provided.			
#	Document	PR Under \$250K	PR \$250K - \$10M
1	Funding Document (PR Document) entered into PR Builder	x	x
2	Item Descriptions for all clins	x	x
3	Wide Area Work Flow Point of Contact (POC)	x	x
4	Sole Source Memo	x	
	Justification & Approval (J&A) (only required if non-competitive)		x
	Limited J&A when using GSA schedule		x
5	Market Research Checklist	x	x
6	Additional waivers or approvals (if applicable)	x	x
	<i>AV Waiver</i>	x	x
	<i>Furniture Approval</i>	x	x
	<i>IT Waiver</i>	x	x

For any procurement over \$10M, contact the MCIEAST-RCO Procurement Chief for additional documentation and support that may be required.

**It is very important that pictures, specifications, and supporting documents are included in this package. While the RCO office generates all procurements, it is not the expert on items requested. As such, including as much information as possible in the PR will help ensure an accurate purchase is made.**

### **5.2 Additional Approvals and/or Waivers**

Specific types of procurements require waivers and/or approvals from other offices at Camp Lejeune. These waivers/approvals need to be attached to the PR Builder request. Waivers/approvals will be required for the following supply procurement types:

#### Audio Visual (AV) Requests

Personnel need to obtain the waiver/approval for all AV requests from Camp Lejeune Combat Camera.

#### Furniture Requests

Personnel need to obtain the waiver/approval for all Furniture requests from Camp Lejeune Supply.

#### Information Technology (IT) Requests

Personnel need to obtain the waiver/approval for all IT requests from Camp Lejeune C41 via their website at <https://itprocurement.hqi.usmc.mil/>.

### 5.3 Statement of Work for Supplies

For Supplies, the Fund Manager needs to convey in the Statement of Work:

- What function the product must perform
  - Principles of operation
  - End item application
- What performance is required
  - Restrictive environmental conditions
  - Intended use
  - Equipment with which the item is to be used
- Essential physical characteristics
  - Common nomenclature (commercial description)
  - Kind of material
  - Electrical data (if applicable)
  - Dimensions, size, capacity
  - Original Equipment Manufacturer (OEM) part number (if applicable)
  - Other pertinent info, as needed

All possible information relating to the user's need should be given to the Contracting Officer, so that the best possible procurement schedule can be planned.

## **6. SERVICES REQUIREMENT PACKAGES**

Service requirements are distinct from supply requirements in that these require a level of complexity associated with it that requires more attention and detail than the supply process.

There is inherently more planning and documentation associated with the ongoing assessment of the services requested, requiring the Contracting Officer Representative (COR) function to be part of the services procurement process. Employees who are involved in contracting matters or who work with contractors and contractor personnel need to be constantly aware that certain restrictions may apply to their activities, in order to preserve the integrity of the procurement process critical to the success of working with contractors in our workforce.

### 6.1 PR Requirements Packages for Services

This checklist for Service PR Requirements Packages can also be found on [Exhibit 6-A](#). Please note that many of the requirement checklist items are the same for supplies and service requirements.

#	Contact the MCIEAST-RCO Procurement Chief upon initial procurement to ensure all required documentation is provided. Document Name	PR Under \$250K	PR \$250K - \$10M
1	Funding Document (PR Document) entered into PR Builder	x	x
2	Statement of Work (SOW), Statement of Objectives (SOO), Performance Work Statement (PWS)	x	x
3	Independent Government Cost Estimate (IGCE) and Service Requirements Review Board Package		x
4	Quality Assurance Surveillance Plan (QASP)	x	x
5	Contracting Officer's Representative (COR) Nomination Letter with COR Training Certificate Attached and Training Site Information	x	x
6	Wide Area Work Flow Point of Contact (POC)	x	x
7	Sole Source Memo	x	
	Justification & Approval (J&A) (only required if non-competitive)		x
	Limited J&A when using GSA schedule		x
7	Market Research Checklist	x	x
8	Additional waivers or approvals: MFR Lifting of Hiring Freeze, Determination of Non-Personal Services, Inherently Governmental Indicator	x	x
	<i>A/V Waiver</i>	x	x
	<i>DD Form 254: Security Classification Form</i>	x	x
	<i>IT Waiver</i>	x	x

For any procurement over \$10M, contact the MCIEAST-RCO Procurement Chief for additional documentation and support that may be required.

As part of the Requirement Package for Services, a COR Nomination letter and Training Certificate must be provided. **The COR training must occur PRIOR to contract award.** The COR training information can be found on our web site.

### 6.2 Additional Approvals and/or Waivers

Specific types of procurements require waivers and/or approvals from other offices at Camp Lejeune. These waivers/approvals need to be attached to the PR Builder request. Waivers/approvals will be required for the following supply procurement types:

#### Audio Visual (AV) Service Requests

Personnel need to obtain the waiver/approval for all AV requests from Camp Lejeune Combat Camera.

### Information Technology (IT) Service Requests

Personnel need to obtain the waiver/approval for all IT requests from Camp Lejeune C41 via their website at <https://itprocurement.hqi.usmc.mil/>.

### 6.3 Services Performance Work Statement

For services, the Fund Manager should be able to clearly describe

- The support needed
- The duration of the need
- The desired results

All possible information relating to the user's need should be given to the Contracting Officer so that the best possible procurement schedule can be planned.

Performance-Based Acquisition is the preferred way to obtain services, supported by the current DoD policy. This method states what needs to be done, *not how it will be accomplished*. Guidance on writing a Performance-Based Work Statement (PWS) is provided on our web site. Other helpful hints are:

- Measurable performance standards
- Remedies and/or incentives to be included in the PWS to result in quality services
- Strong Quality Assurance Surveillance Plan (QASP)

The QASP is used to put systematic quality assurance methods in place for the administration of a performance-based contract. It details how and when the Government will survey, observe, test, sample, evaluate, and document Contractor performance according to the PWS. Thus, the QASP is written in conjunction with the PWS.

A QASP should include the following information:

- Purpose
- Performance Standards
- Acceptable Quality Levels (AQLs)
- Incentives
- Procedures
- Management and Oversight
- Methods of Surveillance/Evaluation
- Notification and Response
- Records and Documentation
- Ratings

A Performance Requirements Summary (PRS) summarizes the performance objectives, AQLs, performance standards, surveillance methods, and incentives associated with a Performance - Based Work Statement.